

Job Aid:

Basic COMMBUYS Navigation

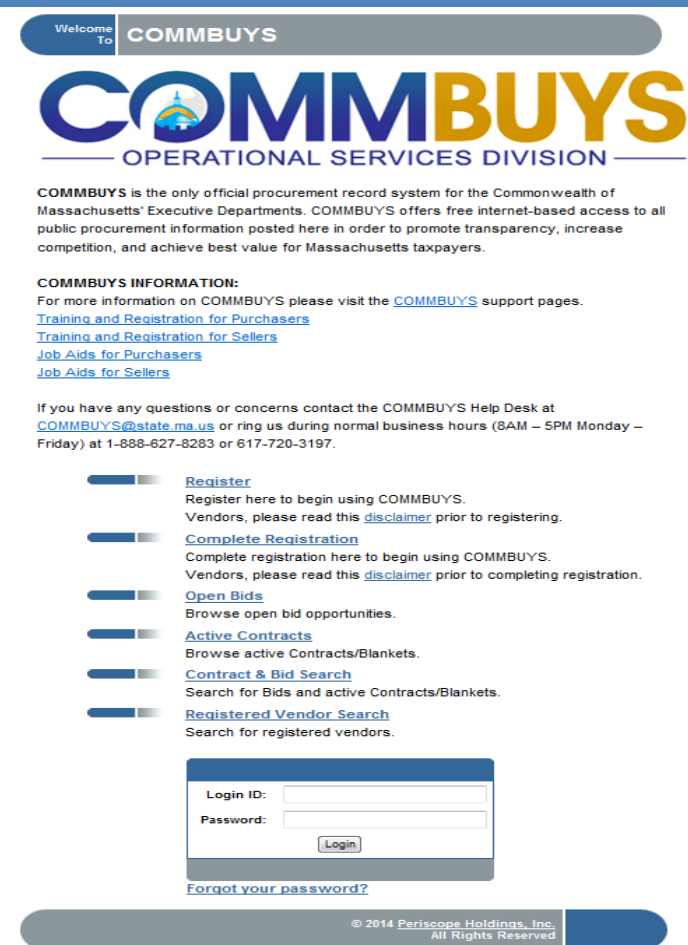
This Job Aid shows how to:

- Navigate common features in COMMBUYS

Of Special Note:

This job aid provides basic COMMBUYS navigation, with key icons / fields and functionality to support the use of the system.

Screenshot



Directions

1. Launch the COMMBUYS URL.
Type <https://www.commbuys.com/bsa/> into the Browser.

Enter your Login ID and password and click the **Login** button on the COMMBUYS landing page.

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2. This image displays the left half of the initial Login screen, or Homepage of a Basic Purchasing User.

Once logged in, the **Homepage** with your specific **Control Center** displays. Each user role will display a different homepage view.

- The roles assigned to your login ID controls your access and function privileges.
- The first place you should look when you login is the role tabs along the top right of the screen to ensure that you are in a role that has access to the functions you would like to utilize.
- If you have been given only one role, then no role tabs will appear and you will be unable to select a role.

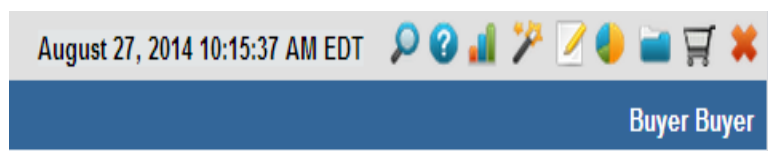
Most users will have either the Basic Purchasing role or Department Access role.

- **Basic Purchasing** provides access to create requisitions, prepare and evaluate bids as well as create purchase orders
- **Department Access** allows for creation and submission of requisitions for either on-contract purchases or sourcing of items not on an existing contract.
 - This role can be given additional authority to approve documents or to initiate change order requests for purchase orders or contracts

3. This image displays on the right half of the initial Homepage.

The right hand corner holds the navigation bar icons, as well as COMMBUYS official date and time.

This is the date and time used by the system to cut off responses to Bids by vendors at the Bid Opening Date and is the date/time that is captured in audit history for all saved user actions in COMMBUYS.



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4. Above the Homepage / Control Center are the **Header** and **Navigation Bars**.

The **Header bar** (the gray bar on top) and **Navigation bar** (the blue bar below the Header) allow movement within the application and provide links to important functions.

- The header bar is universal and is always found at the top of every page in COMMBUYS.
- The Navigation bar changes based on the role.

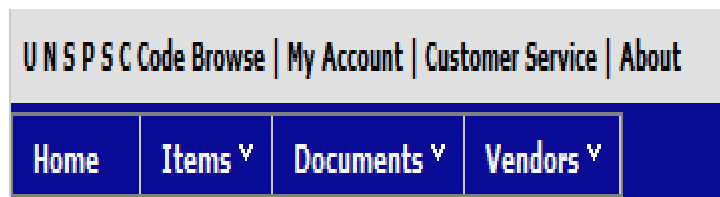
These two horizontal bars are always present on the screen and contain a series of links, icons and dropdowns enabling access to various types of information and documents within the system.

Selecting a link or icon from these bars will take you elsewhere in the application. This includes while you are working on a particular document. Therefore, it is important that to save any work before selecting any of these links or icons.

5. **UNSPSC Code Browse** is found on the Header Bar.

Click this tab for navigation to search for items based on commodity codes or key words.

UNSPSC Codes break down into three, two number section, separated by dashes. The descriptions are shown on the right of the code to help select the correct code to search.



Commodity-EPP and Service Codes -

Search

UNSPSC Segment-Family

UNSPSC Class

UNSPSC Keyword

Search using

UNSPSC Code Browse

Select the category that best describes the product and service you offer. Click on the question mark for more information.

Code	Description
10	Live Plant and Animal Material and Accessories and Supplies
10-10	Live animals
10-10-15	Livestock
10-10-16	Birds and fowl
10-10-17	Live fish
10-10-18	Shellfish and aquatic invertebrates
10-10-19	Insects
10-10-20	Wild animals

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My Account Information

My Information		Edit
Salutation		
First Name	Buyer	Last Name Buyer
Job Title	User	Department 1080CONVD - Default Data Conversion Department
Email	noreply@commbuys.com	
Phone	5555555555	
Proxy User		

6. **My Account** is found on the Header Bar.

Click **Edit** to enter or update any of the following account information:

- title and contact information as well as password and security question/answer
- phone number
- activate or change your proxy (if you are an approver) to enable a user with appropriate authority to approve on your behalf, subject to policy. If you have any doubts as to who you may activate as your proxy to approve documents in your absence, contact your Department Security Officer.

Customer Service

If you have any questions or comments, don't hesitate to let us know.

Select from the following list of issues: -- Please Select --

Describe the issue in as much detail as you can:

Send & Exit

Cancel & Exit

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7. The **Customer Service** link is located on the Header Bar.

To send an email notification to customer service, select an issue type from the dropdown list and enter text into the space provided.

Click **Send & Exit** to complete.

Home	Items	Documents	Vendors
	Live Plant and Animal Material and Accessories and Supplies		
	Paper Materials and Products		
	Fuels and Fuel Additives and Lubricants and Anti corrosives		
	Cleaning Equipment and Supplies		
	Food Beverage and Tobacco Products		
	Apparel and Luggage and Personal Care Products		
	Management and Business Professionals and Administrative		

8. The blue **Navigation Bar** has four tabs for a Basic Purchasing user.

Note: The tab turns from blue to gray when selected.

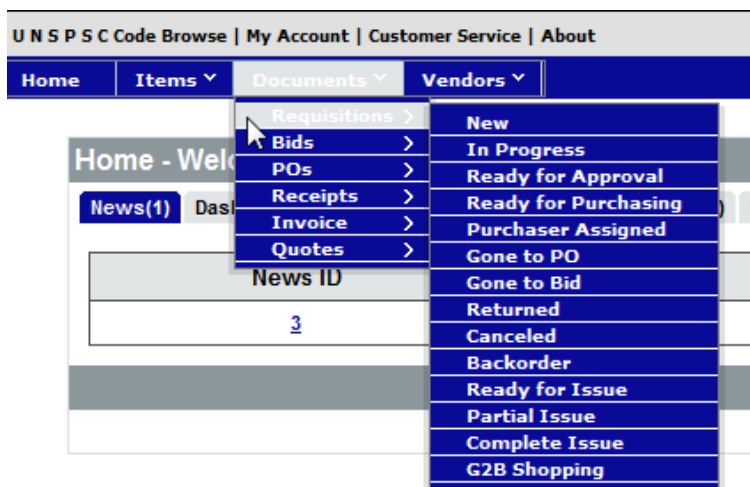
The first tab, **Home**, will take you back to your Home page at any point while you are working in COMMBUYS.

The second tab, **Items**, displays USPSC item categories to help filter item searches.

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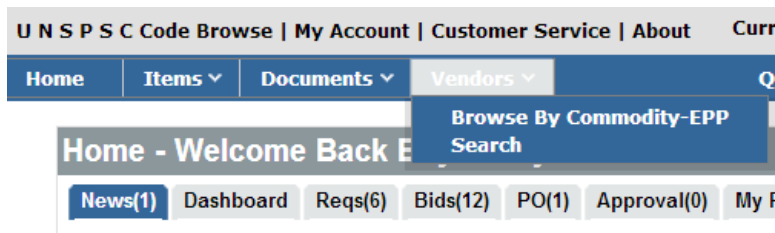
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9. The third tab, **Documents**, is where you select the document type you wish to create, edit, view and approve by hovering over a specific type of document, as seen from the dropdown list.

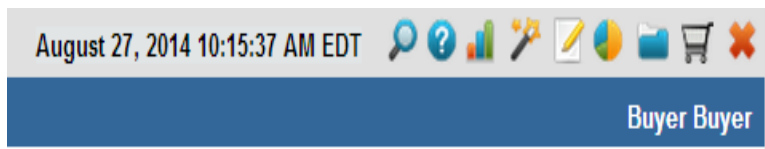


10. The fourth tab, **Vendors**, is where you look up vendor based on commodity codes or use the search tab to find vendors based on field criteria.

If you are a Basic Purchaser or Department Access user, you can also use these search results to send a message to one or many vendors simultaneously through the system's email by selecting the Vendor(s) and clicking Send Bulk Mail at the bottom of the page.

11. For the Basic Purchasing role, there are the following icons. From left to right the icons are:

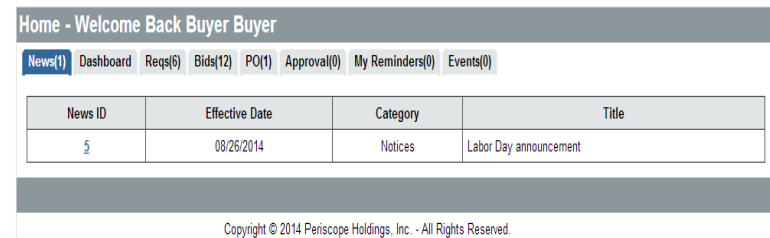
- **Advanced search** (see the Job Aid, "Searching in COMMBUYS" for more details)
- **Help**
- **Reporting Dashboard – Phase II**
- **Ad Hoc Reports– Phase II**
- **Document Management**
- **Administrative Reports**
- **Dashboard – Phase II**
- **Punch Out Shopping**
- **Logout**



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12. The Control Center has eight tabs:

- **News**
- **Dashboards**
- **Reqs** (Requisitions)
- **Bids**
- **PO** (Purchase Orders and Contracts)
- **Approval** (Documents pending your approval or your documents pending others' approval)
- **My Reminders**
- **Events**

The number in parentheses () indicates the total number of documents or items within that tab.

13. These are the basic commands in COMMBUYS, they will not all be on every screen, but this exhibits the most common choices.

The following buttons are used during the create and submit process in COMMBUYS:

- **Save & Add New** – data being added is saved and the fields are redisplayed so more data can be entered
- **Save & Exit** – data is saved; the previous page reloads
- **Save & Continue** – saves any data and / or re-calculates totals or changes while staying on the same screen where further revisions can be made
- **Reset** – any fields not saved will be reset
- **Cancel & Exit** – returns the user to the previous page, does not save

